

## PARISH OF ST ANTHONY AND ST MARK – PARISH FINANCE COMMITTEE

### *Suggested approach to creating the Parish Asset Register*

The Committee has already agreed the format of the forms which will be completed with the required data for the Asset Register. We have sheets each for St Anthony's and St Mark's – Church, Presbytery and Hall. This note is intended as a basis for discussion by the Committee.

#### Presbytery

I would suggest that apart from any valuables (e.g. paintings or statues) in the Presbytery, we contain our list of items to those in the Kitchen (e.g. identifying items which belong to the Parish rather than the Parish Priest's own personal belongings). As the Presbytery at St Anthony's is to be let to the Order of Poor Clare's later this year – we may have to show "disposed of" against some of the items at that time.

#### Office within the Presbytery

The offices will have a number of items (in St Mark's) e.g. PC, Laptop, photocopier etc and it will be good to record these appropriately. I think anything left in St Anthony's office will be being moved to St Mark's, so a list such as this will be useful for that exercise – and the details can be just transferred to the St Mark's sheet at that time.

#### Hall

In both halls we will have the contents of the kitchens as well as tables and chairs in each hall. I'm not sure of any other equipment etc there so we will just have to see what is there and identify who owns it.

#### Church

We need to list all items such as Chalices, candles sticks; crucifix; votive stands etc – and also e.g. microphones and music stands/instruments if appropriate.

It would be helpful to work in groups and so I propose:

St Anthony's – Margaret Anderson, Anne Clark and Jillian Duffy

St Mark's – Alison Roe, Winnie McGinley and Marian Devine

Each group can decide how they want to approach the exercise – e.g. one site per visit (Church, Presbytery and Hall) therefore taking three visits – or in whatever manner suits the group. In terms of timing – I don't think we can begin until we have checked with the new Parish Priest as he may well want some input into our approach.

June 2023